



DEPARTMENT OF DEVELOPMENTAL SERVICES - NORTH REGION
JOB OPPORTUNITY
DEVELOPMENTAL SERVICES SUPERVISOR OF CASE MANAGEMENT
PRIVATE DIVISION – WILLIMANTIC

PLEASE FOLLOW THE SPECIFIC APPLICATION FILING INSTRUCTIONS AT THE BOTTOM OF THIS PAGE!

Open To: Candidates on current exam list or lateral transfer

Location: Private Division – Willimantic

Job Posting No: 00107206

Hours: Monday through Friday 8am-4:30pm; RDO's: Saturday and Sunday

Salary: \$72,153.00-\$97,307.00 annually
*Incumbents new to state service begin at the minimum.

Closing Date: March 10, 2014

Eligibility Requirement: Candidates must have applied for and passed the Developmental Services Supervisor of Case Manager exam and be on the current certification list promulgated by the Department of Administrative Services for this classification. State employees currently holding the above title or those who have previously attained permanent status may apply for lateral transfer. Applicants will not have the opportunity to take the exam prior to the above closing date to qualify for this particular vacancy.

Examples of Duties: The Supervisor of Case Management is accountable for supervising 11 Case Managers or Social Workers, based in Willimantic and East Hartford and covering caseloads in the Greater Hartford and Tolland Counties. The supervisor schedules, assigns, oversees and reviews the work of staff, provides staff training and assistance; conducts performance evaluations; determines priorities and plans unit work; establishes and maintains unit procedures; develops or makes recommendations on development on policies and standards; acts as liaison with other operating units; agencies and outside officials regarding unit policies and procedures; prepares reports and correspondence; secures information concerning latest developments and trends in intellectual disabilities and updates case managers accordingly; explains departmental programs, policies and procedures to workers, clients and the public; consults with or advises staff to consult with psychological and multi-disciplinary personnel as appropriate; observes inter-disciplinary team meetings to insure compliance with DDS policies and utilization of good team process skills; makes assessments of existing resources serving clients; provides oversight and assists with developing and processing budgets in order to collect reimbursements from Medicaid; assists in administration, monitors and audits the region's participation in federal reimbursement programs, such as Medicaid Targeted Case Management (TCM), the Medicaid Home and Community-Based Waiver Program, and the Comprehensive or Individual and Family Support Waiver program; may represent facility in any legal proceeding involving clients; performs related duties as required. Familiar with waiver services and cost standards.

Knowledge, Skills and Abilities: Considerable knowledge of relevant agency policies and procedures; considerable knowledge of relevant State and Federal laws, statutes and regulations; considerable knowledge of developmental disabilities case management practices; considerable knowledge of and ability to perform clinical assessments; considerable knowledge of social problems resulting from developmental disabilities and methods for dealing with those problems; considerable knowledge of interdisciplinary approach to program planning; knowledge of public and private resources for persons with developmental disabilities; knowledge of relationships between facilities for persons with developmental disabilities, community agencies, courts and health facilities; familiarity with automated data systems; considerable interpersonal skills; considerable oral and written communication skills; supervisory ability.

EXPERIENCE AND TRAINING:

Special Requirement: Incumbents in this class may be required to travel.

Note: The filling of this position will be in accordance with reemployment, SEBAC, transfer, promotion and merit employment rules, if applicable.

Application Procedure for Current DDS Employees who are Lateral Transfer Candidates and Applicants for Promotion within the DSW Classification Series:

Interested and qualified candidates who meet the above requirements should submit a fully completed DDS Application for Lateral Transfer/Promotion and copies of their last two performance appraisals.

Application Procedure for All Other Applicants:

Interested and qualified candidates who meet the above requirements should submit a fully completed Application for Examination or Employment (CT-HR-12) located at www.das.state.ct.us/exam. Current State employees must also provide copies of their last two performance appraisals. Non-State employees must also provide 2 letters of reference.

All application materials must be received by 11:59 p.m. on the closing date indicated above.

Incomplete application materials will not be considered.

Send application materials to:
Department of Developmental Services — North Region
155 Founders Plaza, 255 Pitkin Street
East Hartford, CT 06108
Attn: Lateisha Rainey
Email: lateisha.rainey@ct.gov Phone: 860-263-2612 Fax: 860-706-1420

An Affirmative Action/Equal Opportunity Employer

The State of Connecticut is an equal opportunity/affirmative action employer and strongly encourages the applications of women, minorities, and persons with disabilities.